

# FARMINGTON CONTINUING EDUCATION

Town Hall – 1 Monteith Drive, Farmington, CT 06032  
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Email: [continuinged@fpsct.org](mailto:continuinged@fpsct.org) Website: [www.fpsct.org/fce](http://www.fpsct.org/fce)

## Enrichment Class Proposal

Thank you for your interest in offering enrichment classes for Farmington Public Schools, Continuing Education. We offer enrichment programs for students of all ages (preschool through adult) in our schools and various off-site locations. We also administer the enrichment program for Region 10 (Burlington/Harwinton) and hold classes at Lewis Mills High School and Lake Garda Elementary School. There are three session offerings: fall, spring and limited summer. We publish a catalog for each session and offer online registration on our web site [www.fpsct.org/fce](http://www.fpsct.org/fce).

Please complete this enrichment class proposal and return it to our office. Upon receipt and review of the proposal by the Coordinator, you will be notified by phone or email if the class has been accepted. Once the class has been accepted, you will receive a Service Agreement detailing all the class information discussed. Payment for services is either as an independent contractor (you must provide a business card or letterhead) or payroll. Payment forms and other required documents will be included with your Service Agreement.

Name: _____	Date: _____
*Business Name: _____	
*Indicates you are an independent contractor. Please include a business card or letterhead with this proposal.	
Address: _____	
City: _____	State: _____ Zip: _____
Home Phone: _____	Work Phone: _____ Cell Phone: _____
Email: _____	Fax Phone: _____
<b>*** Instructor hourly fees are \$18. FCE determines the course fee. ***</b>	

**Course Title:** \_\_\_\_\_

**Course Objective:** \_\_\_\_\_

**Course Description:** (25-35 words as it will appear in the catalog that accurately describes and sells your course). Tell the prospective student what they will gain by this experience. Be positive!

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Age of Students:**     Preschool - K             Grades 1 - 4             Grades 5 - 6  
                                  Grades 7 - 8             Grades 9 - 12         Adult (ages 16 & up)

**# of Sessions (weeks):** \_\_\_\_\_      **# of Classes (per week):** \_\_\_\_\_

**Days of the Week:** Daytime classes run Monday-Friday; evening classes run Monday-Thursday ONLY, except for trips.

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

**Start/End Date:** Classes are not held when the Farmington Public Schools are closed. See school calendar at [www.fpsct.org](http://www.fpsct.org).

Fall semester (middle of Sept – Dec) Start: \_\_\_\_\_ End: \_\_\_\_\_

Spring Semester (end of Feb – May) Start: \_\_\_\_\_ End: \_\_\_\_\_

Summer Session (July/August) Start: \_\_\_\_\_ End: \_\_\_\_\_

**Start/End Time:** Daytime classes for preschool-grade 12 do not start until 3:30pm; evening classes usually do not start until 6:30pm and end by 9pm unless agreed upon with coordinator.

Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

**Suggested Class Size:** # of students you would like to offer this class to. The maximum number is based on the classroom size and nature/type of class. We will consider your proposed maximum, however, FCE reserves the right to add or subtract from it and has the final say.

Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

**Class Location:**

- Farmington High School       Lewis Mills High School (Burlington)       Lake Garda (Burlington)  
 East Farms       Noah Wallace       Union       West Woods       West District       Other \_\_\_\_\_

**Description of Materials or Textbooks Needed (supply list):** Students have the option to purchase a textbook, if required, for class. The textbooks are to be purchased prior to class and students are given the ISBN number and title along with online information to obtain them at a reduced price. The textbook information is included in the description of the course and when they register online. Supply lists given to FCE prior to class start will be copied and mailed to students.

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**Electronic Equipment/Computer Software Needed:** Most classrooms are equipped with a computer, LCD projector, VCR, DVD, TV and Internet access at Farmington High School and Lewis Mills High School. Both schools use Microsoft Office 2010. Lewis Mills High School also has a MAC computer lab.

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**Experience:** (10-15 words) Biography which summarizes your experience/credentials as they relate to the course you are proposing to teach. Please attach a resume. We will share this information with prospective students who call and may include in our catalog publications.

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**Other Adult/Continuing Education programs you are are teaching or have taught and date(s):**

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**References:** Please list 3 references including names, address, phone, email and relationship to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_